



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475| Email Address: elsalvador.city@deped.gov.ph| Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 281, s. 2019

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Senior Education Program Specialists
Education Program Specialist
Public Elementary/ Secondary School Principals/Heads/Officer-In-Charge
SGOD Personnel
All Others Concerned

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

Subject: **CAPACITY BUILDING OF SCHOOL HEADS ON EVENTS MANAGEMENT SERVICES cum REVISITATION OF RA 8525 (Adopt a- School Program)**

Date: October 28, 2019

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1. This office through the School Governance and Operations Division will conduct a Capacity Building of School Heads on Events Management Services cum Revisitation of RA 8525 (Adopt a- School Program) on November 13, 2019, 8:00 AM – 5:00 PM to be held at Apple Tree Resort and Hotel, Opol, Misamis Oriental.
 2. The activity specifically aims to:
 - a. develop an event/concept program.
 - b. plan event proposal.
 - c. re-visit the guidelines on RA 8525 (Adopt a- School Program).
 3. Attached in this Memorandum is the list and number of participants.
 4. Training expenses shall be charged to Adopt a- School Program Support Fund subject to the usual accounting and auditing rules and regulations.
 5. Immediate and wide dissemination of this Memorandum is hereby directed.



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Enclosure No.1 to DM _____ s., 2019

List and Number of Participants

Office	Position/Designation	Number of Participants
Division	SDS, ASDS, SGOD Chief, EPS TLE, SEPS, EPS II, SGOD Personnel	12
Elementary and Secondary School	Principal, Head Teacher, Master Teacher, T III/ School In- Charge	23
	Total	35